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**Next Meeting: February 5, 2003**

**10:00 a.m. – Thorburn Center - Ingham ISD (Rooms B and C)**

**SPECIAL EDUCATION ADVISORY COMMITTEE**

Minutes of January 8, 2003, Meeting

10:00 a.m.

Present: Greg Bodrie (for Deborah Smith), Kathleen Clegg, Patt Clement, Pansy Coleman, Cheryl Ervin, Janice Fialka, Elaine High, Ric Hogerheide, Nancy Jackson, Jill Jacobs, Patricia Keller, Brenda Kotsis, Shari Krishnan, Jim Kubiako, Peggy McNeilly, Pam Mish, Bob Opsommer, Ginny Palubin, Sue Rabidioux, Debs Roush, Deb Russell, Steve Schwartz, Larry Simpson, Donald Spencer, Lynne Tamor (for Colette Ward), Don Trap, Laurie VanderPloeg, Randall VanGasse, Steve Wessels  
Ex-Officio members: Mark Larson, Rosanne Renauer, Jacquelyn Thompson

Absent: None

OSE/EIS Staff: John Dickey, Ron Greiner, Fran Loose, Jim Rowell, Joanne Winkelman

Guests: Phyllis Cox-Rebori, Linda Keway, Sandi Laham, Patti Nowak, Jerry Oermann, Jon Wurdock

The meeting was called to order by Chairperson Shari Krishnan.

Roll Call

Roll call was taken, and a quorum was present.

Introduction of Guests

Guests attending the meeting were introduced.

Amend/Approve Proposed Agenda

The agenda of the January 8, 2003, meeting was considered. Steve Wessels moved, seconded by Brenda Kotsis, to approve the agenda as written. The motion carried.

Amend/Approve Minutes

The minutes of the December 4, 2002, meeting were considered. . Attendance should reflect that Marge Joslin attended for Don Trap. Ric Hoegerheide moved, seconded by Pat Clement, to approve the minutes as amended. The motion carried.

Public Comment

None

Chairperson's Report – Shari Krishnan

During the subcommittee meetings today, subcommittee chairs should put together a slate of potential candidates to be considered for election to the Executive Committee for the 2003-2004 SEAC year. The Executive Committee is made up of seven SEAC members and will have one Chair and one Vice-chair.

Subcommittee chairs will be completing mid-year reports outlining the work that their subcommittees have been doing. These reports will then be submitted to the Superintendent of Public Instruction, Mr. Thomas Watkins, and the State Board of Education. Copies of these reports will also be forwarded to the Committee of the Whole

State Department Report – Jacquelyn Thompson

Jacque Thompson welcomed SEAC to the Michigan School for the Deaf and Blind and provided the Committee with a brief summary of the School's history, current enrollment, and school services.

The Michigan Department of Education has been focusing its activities heavily on the State's school accreditation system, Education YES! These activities include assisting schools with their preparations for the accreditation process and the completion of the on-line self-assessment.

Paul Bielawski, the Special Assistant for Under Performing Schools, will be conducting today's lunch discussion on the accreditation system, Education YES!

State Board Meeting Report – Jacquelyn Thompson

As a result of the November 2002 election there are two new State Board of Education members, Carolyn Curtin, a board member for Mecosta-Osceola ISD and Elizabeth Bauer who is a retired director of the Michigan Protection and Advocacy Services. We are hoping to have these two new members attend one of the future luncheon sessions so that they may better understand the work of SEAC and how SEAC advises the Department and the State Board of Education.

It is expected that Shari Krishnan and Steve Wessels, as Chair and Vice-Chair will be presenting SEAC's mid-year report and IDEA reauthorization priority recommendations at the February 27 State Board of Education meeting.

Information Items

Information items A. - H. were not reviewed due to time constraints. SEAC members needing clarification with regard to any of the policy and procedures documents that have been reviewed should forward an e-mail to the SEAC listserv indicating the document of concern in the subject line.

- A. Continuous Improvement Monitoring Process (CIMP) and State Improvement Grant (SIG) Updates - Fran Loose
- B. Intermediate School District Plan Criteria – David Brock
- C. Revised Monitoring Standards for Special Education – David Brock
- D. Procedures for Dispute Resolution – David Brock
- E. Intermediate School District Plan Objection Hearing Procedures – David Brock
- F. Procedures for Appointment of Local Special Education Due Process Hearing Officers – David Brock
- G. Technical Assistance for Frequently Asked Questions – David Brock
- H. Complaint Procedures - Ron Greiner

Ron Greiner provided an overview of the complaint procedures that are being revised due to the changes in the Administrative Rules for Special Education. The draft has been completed in strike cap format. One of the changes made as result of the public comment includes that ISDs must mail a copy of the complaint to the Department within three days. The purpose of receiving these complaints is to investigate the claim, not just process it. This process also allows for follow-up with the person making the complaint to be sure that their concerns have been addressed.

- I. Procedural Safeguards - Joanne Winkelman

Joanne Winkelman reviewed the changes to the Procedural Safeguards document. Changes have been indicated by the use of strikes and italics. Some of the public comment received raised concern with the length of the document, but Joanne indicated that everything in the Procedural Safeguards document is federally mandated, therefore the length of the document cannot be changed.

- J. IEP Manual and Forms - John Dickey

John Dickey provided a brief overview of the revised IEP manual and forms indicating that all of the non-mandated, “clerical”, information on the forms has been removed to allow the IEP to flow more smoothly. There have been some items included addressing student interests for postsecondary transition. Student-interest driven IEPs have been shown to be very successful. The proposed IEP includes mandated items, plus additional optional items that help to facilitate this approach.

### Action Items

- A. Approval of the Policy for the Appointment of a Surrogate Parent for Special Education Services

Joanne Winkelman provided a brief overview of the Surrogate Parent Policy recommendation indicating that changes were limited to statute and rule numbers and addressed any questions of clarification.

The recommendation of the Policy for the Appointment of a Surrogate Parent for Special Education Services was considered. Ginny Palubin moved, seconded by Pat Keller, to approve the Policy as written. The motion carried.

B. Approval of SEAC's Position Paper Listing Top 4 Priorities for the Reauthorization of IDEA

Steve Wessels provided a brief overview and addressed and clarifying questions with regard to the recommendation. Steve also indicated the text within the recommendation is the same text that was forward to the Committee of the Whole via the listserv on Friday, January 3, 2003.

Discussion followed.

The recommendation of SEAC's Position Paper Listing Top 4 Priorities for the Reauthorization of IDEA Reauthorization Priorities was considered. Ginny Palubin moved, seconded by Sue Rabidoux to approved the content as written. The motion carried

Ex-Officio Reports

*Institutions of Higher Education* — None

*Michigan Department of Community Health* —None

*Michigan Department of Career Development/Rehabilitation Services* – Rosanne Renauer reported that Lansing City Mayor David Hollister has been asked by the Governor, Jennifer Granholm, to head-up the Michigan Department of Career Development. It is expected that Mayor Holister will be confirmed in February. The Michigan Rehabilitation Services agency is currently expending a lot of energy and time with the Michigan Ticket to Work program. This is a Federal program that has been legislated through the Social Security Administration. This program allows individuals who are receiving social security to receive tickets, which are similar to vouchers, which allow them to pursue employment services. MDCD and Rehabilitation Services is currently engaged in a joint project with adult education and several members from each staff will be participating in a week-long train the trainer program on learning disabilities. The Agency is also planning two major professional development training programs this year. One of these training programs will be conducted on learning styles and literacy and the other on placement.

*Family Independence Agency* – None

Committee Reports

*Operations* — Ginny Palubin reported that the subcommittee has provided SEAC members with the communication chart indicating the various ways members communicate with their respective organizations. The 2003-2004 fall retreat has been tentatively scheduled for September 7 & 8. Kathy Clegg provided SEAC with a list of web-sites SEAC members can refer to when needing legislative updates. Kathy has requested that SEAC members review the list and provide and updates and/or corrections.

*Policy* — Steve Wessels reported that the Policy Subcommittee will be reviewing the public comment for the Inclusive Education Position Statement. It is anticipated that the subcommittee will have the recommendation as an information item for the February meeting and as an action item for March.

*State Improvement Plan* — Pam Mish reported that the SIP Subcommittee will be reviewing articles and documentation that was provided by the Transition Services Project and continue to collect data and review the outcomes.

### Member Issues

Laurie VanderPloeg reminded SEAC that the Michigan Council for Exceptional Children annual conference will be held February 26 - 28. The first annual new teachers summer institute is currently being planned and the dates have been set for June 22-24, 2003, and will be held in Grand Rapids. The summer institute is being sponsored by the CEC, Michigan Education Association and the Office of Special Education and Early Intervention Services.

Peggy McNeilly announced that the Michigan Transition Services Association conference will be held on March 20 and 21 with a pre-conference meeting on March 19. SEAC members interested in more information should contact Peggy.

### Future Agenda Items:

Peggy McNeilly has expressed an interest to have a report on Fetal Alcohol Syndrome presented to SEAC. An attempt will be made to schedule this presentation during the lunch session in April or May.

The meeting was adjourned to subcommittee meetings.

Monica Butler  
Recording Secretary

## **SPECIAL EDUCATION ADVISORY COMMITTEE**

Executive Committee  
Minutes of January 8, 2003, Meeting  
8:45 a.m.

Present: David Brock, Shari Krishnan, Sandi Laham, Fran Loose, Pam Mish, Ginny Palubin, Larry Simpson, Jacquelyn Thompson, Randall VanGasse, Steve Wessels

### Review of Today's Agenda

The Executive Committee reviewed the Committee of the Whole agenda and has determined that the two action items will be completed before proceeding to the information items.

### Future Agenda Development

None

### State Department Report

Elizabeth Bauer and Carolyn Curtin are the two new State Board of Education members that were elected as a result of the November 2002 elections. Ms. Bauer and Ms. Curtin will be invited to attend the February or March SEAC box luncheon session in an effort to introduce the new Board members to SEAC and the role that SEAC plays with the State Board of Education and MDE-OSE/EIS.

The Department has been focusing its efforts on rolling out the State's school accreditation system, Education YES! This new process requires schools to complete on-line self-reporting as part of the accreditation process. The Department has been working closely with schools to help prepare them for this process.

Shari will be completing a mid-year report that will be provided to Tom Watkins and the State Board of Education. The report will include a summary of the work SEAC has completed this year as well as what the subcommittees have completed thus far.

### Subcommittee Reports

*Operations* — Ginny Palubin reported that the operations subcommittee has completed the communication table outlining how SEAC members communicate with their appointing organizations and it was included in their mailed packet.

Kathy Clegg has been working to complete a reference list of web-sites for SEAC members. This list is intended to be a resource tool for SEAC members needing to find information or updates on current legislation.

The Operations subcommittee reviewed the possibility of SEAC members completing a sign-in sheet as opposed to conducting the current roll call. It was thought that the use of a sign-in sheet would allow more time during the meeting for business to be completed. It has been the

decision of the subcommittee that the amount of time actually gained by not completing roll call does not warrant a change in the current process.

The subcommittee has also been reviewing the possibility of conducting the SEAC retreat in June. By doing so, SEAC may then begin its work in September allowing for a more productive year. It is the decision of the Executive Committee that due to member recruitment timelines and the administrative burden of planning a retreat, it will be suggested to the 2003-2004 Executive Committee that the retreat be held in June of 2004.

*SIP* — Pam Mish reported that the SIP subcommittee will continue to explore transition and frame the next steps. As well, the subcommittee needs to gain an understanding of the work the Continuous Improvement Monitoring Process (CIMP) is completing with regard to transition. By doing so the subcommittee will not duplicate the efforts of the CIMP.

*Policy* – Steve Wessels reported that the Policy subcommittee will be presenting, for SEAC approval, the IDEA reauthorization priorities to be presented to Tom Watkins for placement on the Department's federal agenda. The subcommittee will ask that SEAC approve the content of the recommendation only and that, upon approval by SEAC, the recommendation will be put into the appropriate format and forwarded to Tom Watkins and the State Board of Education. Shari Krishnan and Steve Wessels will present these priorities to the State Board in February.

#### Miscellaneous

The SEAC fall retreat for the 2003-2004 year is tentatively set for September 7 & 8, 2003 at Brook Lodge.

During subcommittee meetings today, the subcommittees should compile suggested nominations for the Executive Committee members for 2003-2004 Year.

The Executive Committee reviewed SEAC attendance and did not note any continued absences that need to be addressed.